

PUBLIC NOTICE

Date: June 2, 2023

Subject: Upgrade to Online Permit Process for all Preliminary Review Application Types

On Monday, June 5, 2023, the Development Services Department (DSD) will upgrade the online permit process for all [Preliminary Review](#) application types, replacing the current online, hybrid submittal process implemented in May 2020 to maintain permit services during the early days of the COVID-19 pandemic.

The upgrade will make it more intuitive, easier and faster for customers to apply for new preliminary reviews, review status in real-time, and make online payments.

Important! System Upgrade Timeline

- Friday, June 2 - Last Day for Preliminary Review Applications using the current hybrid submittal process. (4 p.m.)
- Monday, June 5 - New Online Permitting System Available for Preliminary Review Applications in the new online permit system. (7 a.m.)

What is Preliminary Review?

A preliminary review is a flat fee-based service tailored to your specific project to help you obtain general information on the regulations that apply to your project, find out which permits you must obtain, the review process that applies to your development, and obtain interpretations on how the City will apply code provisions to specific situations. DSD staff responses to your specific questions will be documented and provided to you at the completion of the review.

Preliminary Reviews are not comprehensive plan reviews and do not replace services provided by design professionals, such as architects, engineers, land-use attorneys, code professionals and consultants.

#DigitalDSD

The new Preliminary Reviews Application is among the latest enhancements to the City's permitting process to help reduce permitting processing times and provide enhanced service to customers. It is an integral part of #DigitalDSD, an initiative to modernize all DSD workplace systems and cost-effectively leverage technology to increase productivity and improve service delivery.

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